

03/03/2016

## KENTUCKY DEPARTMENT OF INSURANCE EXAMINATION SCHEDULE AND TESTING SITES

**All applicants must have a scheduled appointment to sit for the examination(s); walk-ins are not accepted.** To create a secure, password-protected eServices account, click on "eServices" in the upper right-hand corner of the Department of Insurance (DOI) home page (<http://insurance.ky.gov>) and then click on "First time here" to set up the account. Once your online record reflects "pending examination" you are eligible to schedule your examination online. Any examination retake and rescheduling may be done through this account as well.

**Any Special Accommodations must be approved in Agent Licensing PRIOR to examination scheduling.**

**All license certificates are now available for printing from the licensee's eServices account. They are no longer mailed.**

**Valid Drivers' License or Government-issued photo ID must be provided in order to take any exam.**

For directions to regional locations: [http://www.kctcs.edu/Colleges\\_and\\_Campuses.aspx](http://www.kctcs.edu/Colleges_and_Campuses.aspx)

Regional locations weather closing information: [http://www.kctcs.edu/News\\_and\\_Events.aspx](http://www.kctcs.edu/News_and_Events.aspx)

• **Frankfort – online every Monday, Tuesday and Friday – 8:30, 9:30, 10:30 and 11:30 am**, Department of Insurance, Division of Agent Licensing, 909 Leawood Drive, Frankfort, KY 40601, 502-564-6004.

**Consultant Examinations are given in Frankfort ONLY – each Monday, Tuesday and Friday at 8:30 am**

• **Ashland – online every Monday and Wednesday – 1:00 pm and 2:00 pm**, Ashland Community and Technical College, 1400 College Drive, Goodpaster Building, Room G101, Ashland, KY 41101, 606-326-2252.

• **Bowling Green – online every Tuesday, Wednesday, and Thursday – 8:30 am, 9:30 am, 1:00 pm, and 2:00 pm**, Southcentral KY Community and Technical College, KATI Campus, 1127 Morgantown Road, Bowling Green, KY 42101, 270-901-1036.

• **Florence – online every Tuesday and Thursday – 10:00 am, 11:00 am, 2:00 pm, and 3:00 pm**, Gateway Center for Advanced Manufacturing, Boone Campus, 500 Technology Way, Florence, KY 41042, 859-442-1161.

• **Henderson – online every Monday – 2:00 pm and 3:00 pm**, Henderson Community College, Sullivan Tech Center Room STC 218, 2660 S. Green Street, Henderson, KY 42420, 270-831-9840.

• **London – online every Tuesday and Thursday – 9:00 am, 10:00 am, and 11:00 am**, Somerset Community College, Laurel North Campus, 100 University Drive, Building Two, Room 240, London, KY 40741, 606-878-4728.

• **Louisville – online every Monday, Tuesday, Thursday, Friday – 10:00 am, 11:00 am, 1:30 pm, and 2:30 pm, and Wednesday – 1:30 pm and 2:30 pm only** - Jefferson Community College, Broadway Building, First Floor, First and Broadway Streets, Louisville, KY 40202, 502-213-2112.

• **Madisonville – online every Tuesday – 10:00 am and 11:00 am**, Assessment Center, 100 School Avenue, Madisonville, KY 42431, 270-824-1701.

• **Maysville – online every Tuesday – 10:00 am and 11:00 am**, Maysville Community and Technical College, 1755 US 68, Room T203, 2<sup>nd</sup> floor, Technical Building, Maysville, KY 41056, 606-759-7141. Parking is Available in Lot C.

• **Middlesboro – online every Tuesday – 10:00 am and 11:00 am**, Southeast Community & Technical College, 100 College Road, Room 237, Troy Welch Building, Middlesboro, KY 40965, 606-248-3970.

• **Owensboro – online every Tuesday – 10:00 am and 11:00 am, and Thursday – 1:00 pm and 2:00 pm**, Owensboro Technical College, 1501 Frederica Street, Owensboro, KY 42301, 270-686-4456.

• **Paducah – online every Tuesday – 10:00 am and 11:00 am**, Western Kentucky Community and Technical College, The Emerging Technology Center, 4810 Alben Barkley Drive, Room 133, Paducah, KY 42002, 270-534-3415.

• **Paintsville – online every Tuesday – 10:00 am and 11:00 am**, Big Sandy Community College, 513 Third Street, Building F, Room 205, Paintsville, KY 41240, 606-788-2922.

• **Somerset – online every Monday, Tuesday, Wednesday and Thursday – 9:00 am, 10:00 am, 11:00 am, and 12:00 pm**, Somerset Community College, Assessment Center, Main Campus, 808 Monticello Street, Somerset, KY 42501, 606-451-6850.

- **An applicant may test an unlimited number of times within 120-day timeline. The expiration date may be found in eServices, and is listed on the initial examination notice.**
- **There is an examination fee of \$50 for each scheduled retake of an examination.**
- **Any applicant who fails to report for a scheduled appointment may forfeit the \$50 fee for examination.**
- **Please arrive 10 minutes before your scheduled time. If you fail to arrive by your scheduled test time you may forfeit your placement at the testing site due to availability.**
- **Changes to exam appointments should be made 24 business hours prior to the scheduled time; failure to give 24 hour notice of cancellation may result in the forfeiture of the \$50 examination fee.**

### About Exam Results

All examinations are computerized and graded upon completion. Exam results are provided at the testing site, and may be printed from eServices. Upon successful completion of examination, new licensees may print a license certificate and pocket ID card from their eServices account. Applicants who do not pass the examination may pay the \$50 retake fee and reschedule another examination through eServices. Examinations cannot be rescheduled for the same day.

**eServices --- Be sure to access eServices to schedule and reschedule examination appointments, pay outstanding fees, print license certificate and pocket ID card, and all license maintenance, such as license renewals and reviewing continuing education credit on file. The DOI Web site is "real time," and will provide up-to-date information regarding your Kentucky insurance license.**